Guidelines for the use of funds from the programme
‘Promotion of Equal Opportunities for Women in Research and Teaching’

(Last updated: 19 December 2016)

The funds are to be used to finance scholarships and to partially finance projects in the field of gender studies.

1. Guidelines on the allocation of resources – scholarships

a) Objective
The scholarships are granted to women with above-average achievements who are currently finishing their doctorate at one of the five faculties of Friedrich-Alexander-Universität Erlangen-Nürnberg, who are currently in the postdoctoral or Habilitation phase or who have already submitted their Habilitation thesis but who have not completed the entire process yet. The connection to the University of Erlangen-Nürnberg must be obvious. The scholarships have a maximum duration of 12 months; the scholarships for excellent young researchers who have submitted their Habilitation thesis have a maximum duration of 6 months. The scholarship may not be used to free employees from existing employment contracts. Should an employee choose a scholarship over an existing employment contract, special justification is required.

b) Child care allowances
An additional child care allowance may be granted to scholarship holders of all types, specifically 200 euros for one child, 100 euros for each additional child under the age of 12.

c) Agreement on the final report
All scholarship holders must submit a final report within two months after the end of the scholarship; the report must be signed by the supervisor and submitted unrequested. If the final report is not submitted or not submitted in time, the full scholarship will be reclaimed within three months.

For doctoral candidates, a confirmation of the submission of their doctoral thesis, a copy of the thesis cover sheet and a note confirming the expected date of the Rigorosum or defence shall suffice. A copy of the doctoral degree certificate must be submitted as soon as possible. If the scholarship holder cannot submit the doctoral thesis in time for the end of the scholarship as planned, she must explain her reasons in the final report and state how she intends to proceed with the thesis.
Postdoctoral and Habilitation researchers and holders of scholarships for excellent young researchers must submit a report about the entire duration of the scholarship. If a Habilitation is supported up until its completion, a confirmation of the submission of the paper and a letter stating the expected time frame of the further procedure shall suffice.

d) Employment/paid teaching position

The scholarship holders must generally **work exclusively on their research project.** This rule notwithstanding, holders of a doctoral scholarship may be gainfully employed with a workload of up to 5 hours a week (a maximum of 2 SWS for teaching positions), and holders of a postdoctoral or Habilitation scholarship or of a scholarship for excellent young researchers may work in (preferably paid) teaching positions of up to 4 SWS. For doctoral candidates, the **net income limit is EUR 200 a month. University teaching contracts are not included in the income calculation.**

e) Scholarship allocation period

The maximum duration of scholarship funding is one year (excellent young researchers: maximum of six months). An extension is **not** possible. Habilitation scholarship holders may reapply. For first applications, the scholarship must be started between 1 June and 1 September of the year, usually at the start of the month. For reapplications from candidates who are already receiving funding from this programme, the scholarship will usually start as soon as the previous funding period ends.

f) Part-time scholarships

For family reasons, which have to be sufficiently substantiated, the scholarship can also be awarded as a partial scholarship with twice the funding duration. The scholarship holder is expected to use half of the regular work hours on her doctoral or research project and receives half the scholarship allowance in return. For part-time scholarship holders, the monthly net income limit is EUR 100. **Funding after a scholarship duration of one year is subject to strict budget restrictions.**

g) Maternity protection

If periods of legal maternity protection fall within the funding period, the duration of the scholarship is generally extended by the duration of legal maternity protection on the scholarship holder's written request.

h) Stays abroad for research purposes

All scholarships permit **short stays abroad for research purposes.** During these research stays, the scholarship may be continued if the supervisor confirms that the research stay is directly related to the funded research qualification.
i) Applicants with foreign nationalities

Applications from applicants with foreign nationalities may be taken into consideration if the applicant has her principal residence in the Federal Republic of Germany at the time of the application and is pursuing an academic career, particularly as a university professor. This must be stated in the application including clear reasons. Scholarships are not granted to applicants who already receive funding from their home country.

j) Application

Scholarship applications must be submitted in duplicate (one of which must consist of reproducible, unstapled documents with one-sided print) to F4 – Office of Research Career Development and Graduate Centre (Schlossplatz 4, 91054 Erlangen). We urgently advise you to consult with the Office of Equal Opportunities before submitting your application. Please make an appointment for consultation with Dr. Leicht at least 2 weeks before the application deadline.

The decision about the funding is taken by the relevant selection committee, of which the University women's officer is a member with voting power.

Please note that no deadline extensions are possible due to time constraints: the applications are considered in the form in which they are available at the time of the deadline. Subsequent submission of documents is not possible. For this reason we urgently advise you to have F4 – Office of Research Career Development and Graduate Centre formally check your documents at least one week before the end of the application period.

Application documents are not returned.

k) Obligation to participate

In order to ensure the legitimacy of the scholarship, one requirement for funding is that the recipients of the funding fulfil their obligation to participate. Therefore, they must

- state all details relevant to funding and, upon request, agree to the provision of relevant information by third parties, and

- give immediate notification of changes in personal circumstances relevant to funding or in information provided in connection with the application for funding.

- Recipients of scholarships agree to inform the Office of Equal Opportunities about the progression of their career after the end of the period during which they receive the scholarship.
I) Credit in publications

In publications and in any other presentation, especially those of a public nature, the following acknowledgement should be included at an appropriate point:

* Bavarian Equal Opportunities Sponsorship – Förderung von Frauen in Forschung und Lehre (FFL) – Promoting Equal Opportunities for Women in Research and Teaching. *

2. Funding of measures for the qualification of a woman for a professorship

2.1 Doctoral scholarships

Doctoral scholarships may only be granted for the final phase of a doctorate in case of above-average achievements. A requirement for this is confirmed preliminary work of at least one year. Only doctorates that serve as the basis for a further qualification for a professorship at Friedrich-Alexander-Universität Erlangen-Nürnberg may be considered for funding. Only female doctoral candidates who are registered in FAU’s doctoral database *docDaten* and have been admitted to doctoral studies at FAU may apply.

The monthly scholarship allowance is **EUR 1200** (plus any child care allowances). Additional material and travel expenses (including printing costs) are **not** available.

The duration of the scholarship is **one year**, beginning **between 1 June and 1 September of the year**. Extensions or reapplications are **not possible**.

Applicants must submit the following documents together with the completed application form:

a) a CV
b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
c) testimonies from two university professors (see check list)
d) a detailed project description that explains the work already done on the thesis and a work plan detailing the content and time frame for the funding period in question (approx. 5 pages plus work plan)
e) placement of the project in the applicant's career plan
f) list of publications where applicable (see application form)
g) confirmation of current occupation(s) – in case of current employment as research associate: statement from the supervisor explaining why continued employment is not possible or desired
h) copies of the birth certificates of any children
The above order of these documents must be preserved. The documents must be submitted in duplicate (one of which must consist of reproducible, unstapled documents with one-sided print).

2.2 Scholarships for postdoctoral researchers

These scholarships are intended to enable women with doctorates to start, continue and/or complete a project at FAU that qualifies them for a university career (junior professorship or Habilitation). Applicants should generally have completed their doctorate with a minimum grade of 'sehr gut' (excellent; magna cum laude). Furthermore, the duration of the doctorate may generally not have exceeded four years. In justified, exceptional cases, application may be possible even if the doctoral degree certificate is not available yet. This is subject to the condition that the testimony provided clearly states that the completion of the doctorate at hand with excellent success (at least magna cum laude) is expected shortly. The certificate must be submitted within three months of the earliest possible starting date of the funding year. In these cases the duration of the scholarship begins when the certificate is submitted.

The monthly scholarship allowance is **EUR 2,200** (plus any child care allowances). Additional material and travel expenses (including printing costs) are **not** available.

The duration of the scholarship is one year, beginning **between 1 June and 1 September of the year**. For reapplications from candidates who are already receiving funding from this programme, the scholarship will usually start as soon as the previous funding period ends.

Extensions are **not** possible, and reapplications from postdoctoral researchers are **also not possible**. In exceptional circumstances the scholarship may be suspended one time only for a maximum of 6 months upon request.

The scholarship holder must work closely with the institution. **Paid** participation of the scholarship holder in teaching is possible and encouraged during the funding period for **up to 4 SWS**.

Applicants must submit the following documents together with the completed application form:

a) a CV  
b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)  
c) testimonies from two university professors, one of them external  
d) statement from the department/institute to which the project is assigned on scholarship holder's close institutional ties to the department/institute  
e) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
f) placement of the project in the applicant's career plan

g) qualified list of publications (see application form)

h) confirmation of current occupation(s) – in case of current employment as research associate: statement from the supervisor explaining why continued employment is not possible or desired

i) copies of the birth certificates of any children

The above order of these documents must be preserved. The documents must be submitted in duplicate (one of which must consist of reproducible, unstapled documents with one-sided print) to the FAU Graduate Centre.

2.3 Habilitation scholarships

These scholarships are for female young researchers pursuing a Habilitation according to Section 65 of the Bavarian Higher Education Act (Bayerisches Hochschulgesetz, BayHSchG) as amended on 23 May 2006. Applicants must prove that they have been accepted as a Habilitation candidate by the faculty in question.

The monthly scholarship allowance is EUR 2,600 (plus any child care allowances). Additional material and travel expenses (including printing costs) are not available.

The duration of the scholarship is one year, beginning between 1 June and 1 September of the year. For reapplications from candidates who are already receiving funding from this programme, the scholarship will usually start as soon as the previous funding period ends. In exceptional circumstances the scholarship may be suspended one time only for a maximum of 6 months upon request.

The scholarship holder must work closely with the institution. Paid participation of the scholarship holder in teaching is possible and encouraged during the funding period for up to 4 SWS. The teaching obligation set forth in the Habilitation regulations is also binding for the scholarship holder.

Applicants must submit the following documents together with the completed application form:

a) a CV

b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)

c) confirmation of Habilitation status from the faculty

d) testimonies from two university professors, one of them external and – for Habilitations according to the new legislation – one from a subject mentor

e) statement from the department/institute to which the project is assigned on scholarship holder’s close institutional ties to the department/institute

f) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
g) placement of the project in the applicant's career plan
h) qualified list of publications (see application form)
i) confirmation of current occupation(s) – in case of current employment as research associate: statement from the supervisor explaining why continued employment is not possible or desired
j) copies of the birth certificates of any children

The above order of these documents must be preserved. The documents must be submitted in duplicate (one of which must consist of reproducible, unstapled documents with one-sided print) to F4 – Office of Research Career Development and Graduate Centre.

If the Habilitation thesis is submitted before the end of the granted funding period, the funding for the remaining calendar months may be continued as a Scholarship for excellent young researchers upon request. The maximum funding period for a scholarship for excellent young researchers who have submitted their Habilitation thesis is six months.

To this end, scholarship holders must submit an application to F4 – Office of Research Career Development and Graduate Centre including the following documents:

a) a description of the planned research for the remaining funding period
b) a statement from a university professor
c) confirmation from the faculty that the Habilitation thesis has been submitted and that the Habilitation procedure has been initiated

The vice president for research will decide on the application in consultation with the University's women's officer.

2.4 Scholarships for excellent young researchers

This funding is intended to allow female young researchers who have already submitted their Habilitation thesis to continue their research in the phase between the submission of the thesis and the completion of the Habilitation procedure, and at the most until their appointment as a professor.

The monthly scholarship allowance is EUR 3,000 (plus any child care allowances). Additional material and travel expenses (including printing costs) are not available.

The maximum duration of the scholarship is six months, beginning between 1 June and 1 September of the year. For reapplications from candidates who are already receiving funding from this programme, the scholarship will usually start as soon as the previous funding period ends.
Extensions or reapplications are **not** possible. Applicants are advised to carry out paid teaching assignments; teaching positions are exempt from the monthly net income limit of **EUR 200**. Applicants must submit the following documents together with the completed application form:

a) a CV
b) copies of all university degrees achieved so far (in English or German; certified translations must be provided for other languages)
c) testimonies from two university professors, one of them external
d) confirmation from the faculty that the Habilitation thesis has been submitted and that the Habilitation procedure has been initiated
e) a description of the planned research project conforming to academic conventions (subject, task and objective, work plan, research methods, preliminary work)
f) qualified list of publications (see application form)
g) confirmation of current occupation(s)
h) copies of the birth certificates of any children

The above order of these documents must be preserved. The documents must be submitted in duplicate (one of which must consist of reproducible, unstapled documents with one-sided print) to F4 – Office of Research Career Development and Graduate Centre.

### 2.5 Re-entry scholarships

In every round, two to three re-entry scholarships are granted to women who, after an interruption of their academic project due to childbirth/child care aim to re-enter their academic careers at Friedrich-Alexander-Universität Erlangen-Nürnberg. If these re-entry scholarships are not applied for, the funds thus freed may be used for other scholarships. The same application criteria as above shall apply, in addition to a statement on the reason and duration of the interruption and the further career the applicant intends to pursue.

### 3. Funding of projects in the field of gender studies

Up to **EUR 10,000** are available for the funding of the organisation of conferences, symposia, summer schools, etc. in the field of gender studies. Informal applications may be submitted at any time before 1 July 2017 and should be addressed to the Office of Equal Opportunities, Bismarckstraße 6, 91054 Erlangen. All full-time research associates, female and male, are eligible as applicants. Applications must be submitted via post and via e-mail and should contain the following:

- Project outline and detailed specification of costs
- Confirmation of connection to a department or professorship